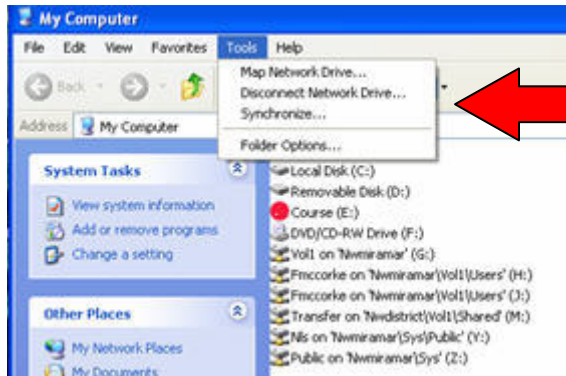


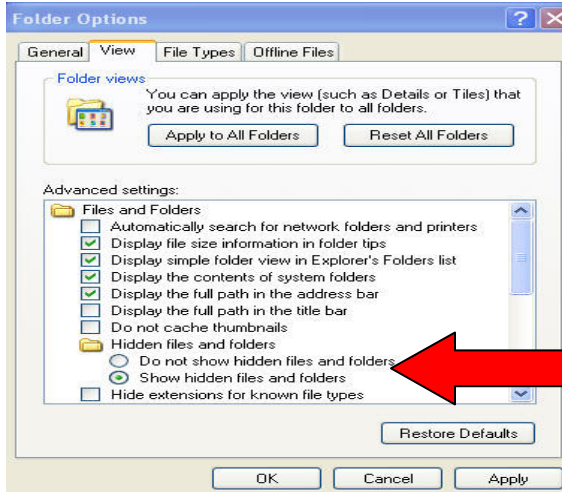
CBTE 163

Directions on Uploading your files for your presentations:

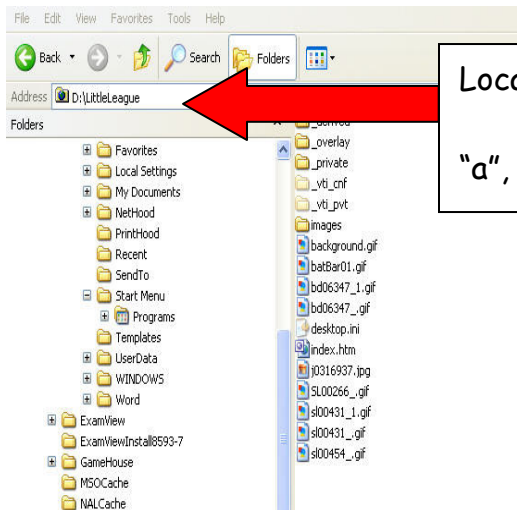


Before uploading your presentation, you need to make sure that you change the options.

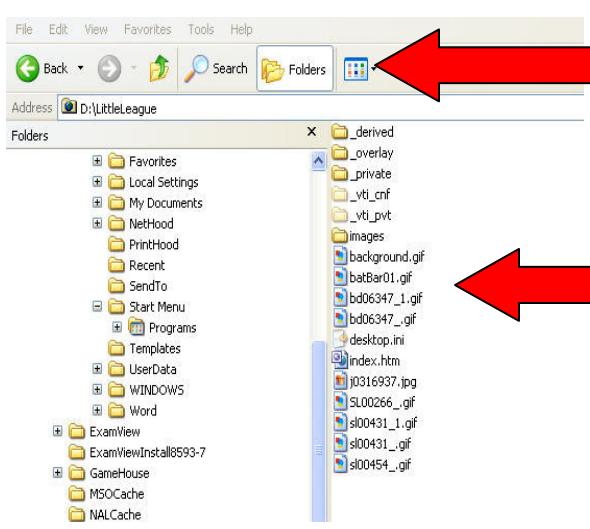
1. Click "My Computer"
2. Click "Tools"
3. Click "Folder Options"



1. Click the "View Tab"
2. Click radio button "Show hidden files and folders"
3. Click "Apply"
4. Close dialog box

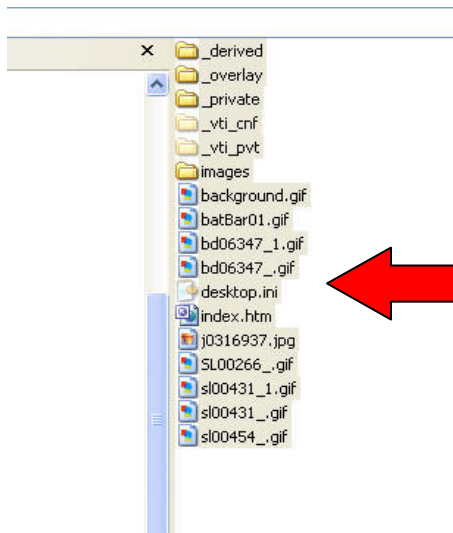


Locate your presentation.
"a", "c", "d" where ever you have saved it.



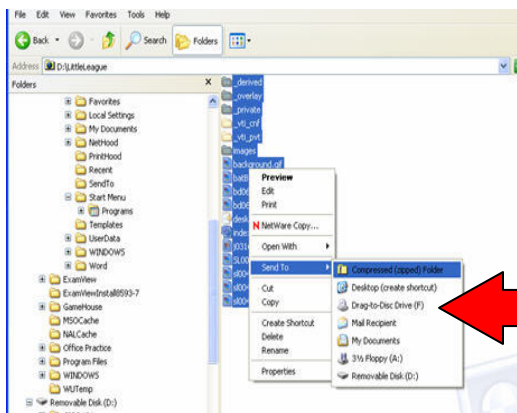
Change folder options to "lists", it's easy to select them all from a list, instead of folders

Showing the hidden folder and files

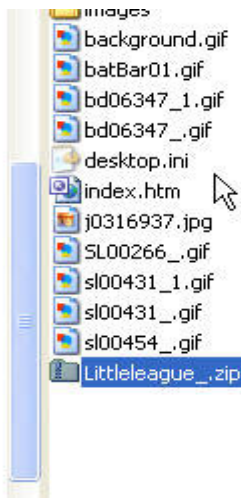


You are now ready to upload folders and files.

1. Select or highlight **All** the folders and files.
2. All files and folders need to be uploaded in order for your presentation to work properly



1. Right click on the Index File
2. Scroll down and over to "Send To"
3. Click "Compressed (zipped) Folder"



The zipped folder will appear at the bottom of the other files and folders.

When the program has zipped everything it will look like this.

You will upload the zipped file into WebCt and then unzip the file

Once you have unzipped and view your presentation to make sure it is working properly, you will then email me letting me know it is ready to be viewed. I will view, grade it and email you back letting you know to upload the next presentation.

Good Luck!